



# DFRC Travel Manager NewsFlash #4

(January 30, 2003)

## Verify the Routing:

After establishing the itinerary, the FIRST step every preparer should make when creating a Travel Authorization is to click the "Traveler" link and verify the correct routing list is selected. Never assume the default list is the correct list, because other people may have made changes in that traveler's record. If the routing list name includes a lower case "f" or "for", this is for a **foreign routing** list (e.g. 24-PfMgr or 24-O-for). Incorrectly choosing a foreign routing for a domestic order or a domestic routing for a foreign travel order can add days to the processing time, since the approval requirements are completely different. Travel Authorizations with incorrect routing will have to be returned and restarted--you cannot change a routing list mid-stream.

If you have any questions or have any topics you would like information on please email [biss@mail.dfrc.nasa.gov](mailto:biss@mail.dfrc.nasa.gov)